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I. GENERAL INFORMATION

1. SOLICITATION NO: VA-669-23-000003

2. ISSUANCE DATE: March 1, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 15, 2023,
11:59 PM Local Time, Monrovia, Liberia

4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov

5. POSITION TITLE: Project Management Specialist (Inclusive Development)

6. MARKET VALUE: USD \$40,344 – \$64,550 FSN-11

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

7. PERIOD OF PERFORMANCE: This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: Monrovia, Liberia.

9. ELIGIBLE OFFERORS: Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.

10. SECURITY LEVEL REQUIRED: Facility access

11. STATEMENT OF DUTIES

Basic Function of Position

The USAID Project Development Specialist (PDS) – Senior Inclusive Development position is established in the Program and Project Development (PPD) Office in the USAID/Liberia Mission and will work under the supervision of the Deputy Program Office

Director. The purpose of the position is to help the Mission advance the Agency's Diversity, Equity, Inclusion and Accessibility goals in Liberia, with a particular focus on empowerment of women and girls.

The PDS provides Mission-wide strategic leadership and guidance on inclusive development, gender integration, the rights of people with disabilities (PWD), other vulnerable populations identified by the Mission, gender rights, diversity, equity, accessibility and the analysis and measurement of programmatic and policy impacts in this context. They serve as the Mission's Gender Advisor. In this role, they lead the Mission gender integration working team, advise Mission leadership, and guide the entire Mission in its mandate to ensure that all programs address relevant gender gaps and promote gender equality and the rights of all vulnerable populations. In addition, they serve as the Mission's Inclusive Development Advisor, guiding the entire Mission in its mandate to ensure that programs address diversity, equity, and accessibility gaps and that programs reach all Liberians, including religious and ethnic minorities, and other vulnerable populations identified by the Mission. The Specialist will also help ensure that the Mission's workforce is representative of Liberia's population and that marginalized groups have equal access to employment opportunities in the Mission.

The Specialist is an expert in their field and provides high-level technical and strategic guidance. They build relationships with high-level GOL and private sector leaders in Liberia including but beyond the Ministry of Gender and Social Welfare. They normally work as a member of task-oriented teams or lead such teams in areas of substantive expertise. They work closely with senior staff of the Mission and other members of USAID/Liberia to ensure integration of inclusive development, gender equality, female empowerment, diversity, equality, inclusion, and accessibility mandates into general policy, program, and budget guidance. The Inclusive Development Advisor will be based in the PPD Office but will provide cross-cutting assistance to all Development Objective teams.

Major Duties and Responsibilities

a. Technical Advisory Service and Program Analysis

40%

- Provides expert technical guidance and analysis to ensure that analyses of social and gender difference and inequalities and of diversity, equality, inclusion, and accessibility inform the development of programs.
- Leads integration of the Mission's policies, programs, and impact analyses in gender equality and female empowerment to embrace as appropriate the policy guidance of related Agency policies and strategies, including but not necessarily limited to lesbian, gay, bisexual, and transgender (LGBT) rights, gender-based violence, women, peace and security, trafficking in persons.
- Conducts extensive external liaison, outreach and communications. The Specialist will reach out to groups representing marginalized populations of all types and establishing relationships with stakeholders supporting them.

- Serves as Mission POC on people with disabilities (PWD).
- Provides recommendations on how projects may be better designed to ensure that both women and men and members of sexual minorities all benefit equitably from USAID investments.
- Provides recommendations on how projects may be better designed to ensure that they are inclusive of all of Liberia's population, including religious and ethnic minorities.
- Designs and conducts gender analyses of proposed strategies and programs, providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring and evaluation.
- Develops, assesses or works with strategies, approaches, and tools for gender integration, including impact assessment in large-scale international development programs. Provide expertise in relevant sector activities, e.g., agriculture, water and sanitation, health, education, democracy, human rights, and governance.
- Conducts desk reviews of social/gender issues; provides documentation in issues relevant to social/gender impact assessments. Develops indicators and provides expertise to staff regarding monitoring, assessing and evaluating social and gender performance, outcomes and impacts of USAID-funded projects.
- Develops and reviews scopes of work for social/gender analyses and country-level social and gender assessments.
- Develops, assesses or works with strategies, approaches, and tools for diversity, equity, inclusion and accessibility integration. Provide expertise in relevant sector activities, e.g., agriculture, water and sanitation, health, education, democracy, human rights, and governance.

b. Capacity Building and Program Support

25%

- Designs and delivers inclusive development, gender equality, and female empowerment training to the mission; including the development or sourcing of resource materials, as necessary, or required.
- Assists Mission staff in assessing the soundness of proposed programs in the context of gender equality, female empowerment, LGBT, and related human rights analyses.
- Monitors compliance with gender equality and female empowerment requirements.
- Facilitates knowledge management through exchange of program-cycle related information and ideas, to collaborate on cross cutting issues and to promote program/project synergies.

- Advises technical teams on activity and project design, policy, and program processes in accordance with the ADS, Mission Order, or other standards.
- Serves on the activity design teams for new mechanisms.
- Assists technical teams with portfolio reviews, including preparing for the portfolio reviews, taking notes, and tracking action items.
- Serves as Activity Manager for an activity valued at \$5-10 million over 4 years. This management will require expertise in the area of Diversity, Equity, Inclusivity, and Accessibility.

c. Program Guidance, Documentation, and Reporting

25%

- Leads development of gender sections of strategic planning documents, the annual Operational and Performance Plans, Congressional presentations, and other reports describing the methods to accomplish its development objectives.
- Leads development of the diversity, equity, inclusion, and accessibility sections of strategic planning documents, the annual Operational and Performance Plans, Congressional presentations, and other reports describing the methods to accomplish its development objectives.
- Ensures integration of gender and rights of vulnerable populations in project and activity documentation and works with Technical Offices and teams and to participate in development of gender and inclusion-related indicators and targets to monitor the effectiveness and impact of program/project/activity implementation.
- Ensures integration of issues pertaining to people with disabilities (PWD) in project and activity documentation and works with Technical Offices and teams and to participate in development of PWD related indicators and targets to monitor the effectiveness and impact of program/project/activity implementation.
- Ensures integration of diversity, equity, inclusion and accessibility principles in project and activity documentation and works with Technical Offices and teams and to participate in development of diversity, equity, inclusion, and accessibility related indicators and targets to monitor the effectiveness and impact of program/project/activity implementation.
- Actively participate in and/or lead relevant program cycle-related Mission and/or Agency Teams and communities of practice to promote and strengthen the adoption of gender and inclusion related best practices and emerging program approaches for the achievement of and scaling up of development results.
- As the Mission's Point of Contact for gender, persons with disabilities, and LGBT issues, other vulnerable populations identified by the Mission, and religious and ethnic minorities s/he develops and maintains active dialogue and relationships with key counterparts at the

local and national level, including other donors and donor groups, civil society organizations, and others as relevant. Represent USAID and the USG with internal and external audiences as required.

d. Promotion of Inclusive and Representative Workforce

10%

- Collaborates with USAID/Liberia's Executive Office (EXO) to integrate equity and inclusion into USAID/Liberia's recruitment efforts.
- Advise EXO on strategies for increasing access to vacancy announcements for underrepresented groups.
- Serve on employment selection committees, as appropriate
- Report to Front Office on the inclusivity of recruitment and conduct analysis of inclusiveness compared to the general population of Liberia.
 - **Supervision controls:** The individual exercises no administrative supervision.
 - **Supervisory Relationship:** The Specialist will report to the Deputy Office Director who is currently chair of the Diversity Equity Accessibility and Inclusion Council. The supervisor will provide overall supervision to the Specialist; however, the Specialist will exercise independent judgment in planning and carrying out tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A Minimum of Master's degree in development studies, international affairs (or related) or political science is required.
2. **Prior Work Experience:** A minimum of five years of demonstrated successful experience in international development, international relations, or a related field, focusing on gender, inclusive development, or empowerment of marginalized populations is required. Experience in the Liberian context is required. The Specialist must have an understanding of the dynamics and demands of political and institutional changes in developing countries that are essential to the generation of sustainable positive impacts in gender and rights of vulnerable populations and associated public attitudes towards gender equality and female empowerment is required.
3. **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.

4. **Language Proficiency:** Level Four (IV) proficiency in both oral and written English is required.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

1. Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: In 500 words or less, describe your experience in advancing gender, diversity, equity, inclusion and accessibility issues in Liberia. Experience can include providing input into project design and implementation; work planning; monitoring performance; coordinating with partners to adapt activities and plans in light of changing circumstances; communicating with partners to answer implementation questions; or tracking events and changes in the operating context that might impact implementation or results.

FACTOR #2: Capacity Building and Program Support: In 500 words or less, describe your experience with providing training and information sharing related to gender, diversity, equity, inclusion and accessibility.

FACTOR #3: Program Guidance, Documentation, and Reporting: In 500 words or less describe your experience in developing gender, diversity, equity, inclusion and accessibility sections of strategic planning documents, donor reporting documents, and other reports.

FACTOR #4: Knowledge Management and Relationship Development: In 500 words or less, describe your experience in developing and maintaining contacts with government, civil society, private sector, and donor-community counterparts.

Experience should include knowledge sharing, consensus building and the coordination of activities.

3. Basis of Rating

Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors	points
Factor #1	10 points
Factor #2	10 points
Factor #3	10 points
Factor #4	10 points
Written Test	20 Points
Interview Performance	40 points

Interview questions will revolve around the candidate's fit for the position as described in the statement of duties.

Total Possible Points 100 points

IV. SUBMITTING AN OFFER

Applications must be submitted electronically by email with the subject line **VA-669-23-000003 – USAID Project Management Specialist (Inclusive Development)**

LiberiaHR@usaid.gov.

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A supplemental document with a written response to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. Candidates must also meet the full work experience requirement and demonstrate in their application that they are

an eligible offeror as required in I.9 above. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.